

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 20, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt, Hilbert and Kuehl

MEMBERS EXCUSED: None.

ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Sheriff Dale Schmidt; Ed Somers, Clearview Administrator/Executive Director.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Closed Session:

Roll call vote was taken.

Motion by Greshay, second by Hilbert to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 9:01a.m.

Open Session:

Motion by Greshay, second by Kuehl to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 9:20 a.m.

Motion by Greshay to approve the minutes of the regular session meeting of October 6, 2020. Second by Schmidt. Motion carried without negative vote.

Hinze provided an update regarding the Open Enrollment process for employee self-service in Kronos indicating a communication was sent to employees on October 16, 2020 with step-by-step instructions to make 2021 Health Insurance and Flexible Spending Account elections. Hinze noted open labs are scheduled October 27th and 29th to assist employees with enrollment.

Hinze provided an update on the Families First Coronavirus Response Act Pay and the Dodge County COVID Plan pay reporting 2020 hours and wages related to COVID through October 2, 2020. Hinze stated that information was submitted to Road to Recovery for consideration for reimbursement.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

Two (2) Correctional Officer
One (1) Highway Maintenance Technician

Sheriff's Office
Highway

Motion by Greshay to approve the Personnel Requisition as presented. Second by Schmidt. Motion carried without negative vote.

There were no leaves for consideration.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: Ronald Zenk, Court Security Officer II, Sheriff's Office, \$21.36, SSU02, 6M54, 10/19/2020. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: APPOINTED OFFICIAL: Donald Hilgendorf, Supervisor, County Board, \$60.00/mtg, CB01, 10/20/2020. NEW HIRE – FULL TIME: Robb Borchardt, Highway Maintenance Technician, Highway, \$21.18, HWY05, ST01, 10/19/2020; Hope Ferguson, Social Worker II, Human Services & Health, \$25.80, DC07, ST01, 10/01/2020; Morgan Brennecke, Correctional Officer, Sheriff's Office, \$22.20, DC05, ST02, 10/05/2020; Carla Diaz, Correctional Officer, Sheriff's Office, \$21.62, DC05, ST01, 10/07/2020. HIRE – PART TIME: Stephanie Paff, Human Resources Secretary, Human Resources, \$16.95, DC03, ST01, 10/14/2020. LIMITED TERM/SEASONAL NEW HIRE: Raine Zietlow, Contact Tracer I – LTE, Human Services & Health, \$19.15, DC04, ST01, 10/26/2020; Jennifer Fowler, Contact Tracer I – LTE, Human Services & Health, \$19.15, DC04, ST01, 10/06/2020; Katelyn Ritchie, Contact Tracer I – LTE, Human Services & Health, \$19.15, DC04, ST01, 10/05/2020. LIMITED TERM/SEASONAL REHIRE: None. RECLASSIFICATION: None. PROMOTION: Dawn Learned, Communications Sergeant, Sheriff's Office, \$28.76, DC07, ST05, 10/08/2020. TEMPORARY ASSIGNMENT: None.

There were no Orientation Period Reports for review.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report

Future Agenda Items: Contact Tracer Pool, COVID Update, Sheriff's Office Special Assignment Policy, Sheriff's Office Conversion of Holiday and Vacation to Comp Policy, Sheriff's Office Hours of Work Policy, Negotiations.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, November 3, 2020 at 9 a.m. and Tuesday, November 17, 2020 at 9:00 a.m. and Special Meeting Tuesday, October 27, 2020 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 9:41 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

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HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl

MEMBERS EXCUSED: None

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director
Tonia Mindemann, Assistant Human Resources Director; Sheriff Dale Schmidt.**

Closed Session:

Roll call vote was taken.

Motion by Greshay, second by Hilbert to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the closed session is pursuant to Section 19.85(1)(e), Wis. Stats., for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, developing negotiation strategies for collective bargaining with the Sheriff's Sworn Union, Local 120. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 9:01 a.m.

There was discussion regarding strategies for collective bargaining with the Sheriff's Sworn Union, Local 120, Labor Association of Wisconsin.

Open Session:

Motion by Greshay, second by Kuehl to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 9:20 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

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Clearview

PROCEDURE REGARDING:

COVID-Incentive for Staff

POLICY #

PROPONENT: Administration

APPROVED BY: Ed Somers

EFFECTIVE DATE: 10/28/2020

PROCEDURE SUPERSEDED: Temporary Incentive for Licensed Staff 11/9/18

Policy: Ensure that there is staff coverage in facility on all households every shift to promote proper care and coordination of residents and nursing assistant staff through the COVID pandemic.

Procedure:

1. Staff will pick up an equivalent of 2-3 extra full shifts, with minimum increments of 4 hours by Wednesdays at 10AM for the following pay period.
2. These shifts need to be in addition to already scheduled shifts, and need to be in addition to work schedule, cannot change out schedule or do shift swaps.
3. Staff that have picked up 2-3 shifts by Wednesdays at 10AM for the following pay period will receive an additional \$70 for CNAs/Dietary/HA1/or any other CNA certified staff, \$80 for LPN staff, and \$90 for RN staff per shift that they work during that pay period up to the 3 shift maximum.
4. Staff that call in during the pay period will lose this incentive pay.



DRAFT DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	119.2	Approval Date: 8/5/2014
Policy Title	Compensatory Time	Effective Date: 8/5/2014
		Revision Date(s): 10/16/19

Non-exempt employees (see below for Sheriff, Clearview and Highway), may earn compensatory time at the rate of time and one-half (1-1/2) and may elect the time off in lieu of overtime payments. Compensatory time may be accumulated into a running account up to a maximum of two hundred forty (240) hours. All hours accumulated above the maximum will be paid out to the employee on the next appropriate check. All compensatory time accounts will be paid out to the Employees on the first pay date in December and/or compensatory time must be scheduled for and used on or before December 31st of each year in order to bring the compensatory time accounts to zero. Employees will not be allowed to earn any compensatory time in the month of December and will be paid.

Compensatory time is for overtime already worked. No one may take compensatory time off and then work the overtime.

Sheriff's Office

Non-union Employees are allowed to convert a combined total of eighty (80) hours of their vacation and holiday pay to compensatory time per calendar year. Vacation conversions must be done by the first pay date in December of each year. Holiday pay will not be allowed to be converted except for the first pay date in December of each year.

Non-Union Employees

~~An employee may, upon approval of management, switch work hours with another employee provided, however, it does not result in any overtime. Employees, rather than working back the hours as indicated above, will be allowed to use their accumulated compensatory time to pay back said time.~~

Sworn Union Employees

~~Please refer to the Sworn union's contract.~~

~~**Moved to hours of work policy~~

Clearview

At Clearview only designated employees in office/clerical positions may be eligible for compensatory time.

Clearview Department Heads and Assistant Department Heads may be eligible for flex time for hours worked beyond their regular schedule. Flex time is defined as one hour for each hour worked beyond the regular schedule, and is limited to a maximum of 40 hours.

Highway

Non-exempt employees, may earn compensatory time at the rate of time and one-half (1-1/2) and may elect the time off in lieu of overtime payments. Compensatory time may be accumulated into a rolling account up to a maximum of eighty (80) hours. All hours accumulated above the maximum will be paid out to the employee on the next appropriate check

Compensatory time is for overtime already worked. No one may take compensatory time off and then work the overtime. Compensatory time must be scheduled in advance and must be approved by the Supervisor. All compensatory time accounts will be paid out to the Employees on the first pay date in December and/or compensatory time must be scheduled for and used on or before December 31st of each year in order to bring the compensatory time accounts to zero. Employees will not be allowed to earn any compensatory time in the month of December and will be paid.

Exception:

Employees who begin work prior to the scheduled start time will be paid at one and one-half (1½) their regular rate of pay for hours worked prior to the scheduled start time. Employees who begin work after their scheduled start time will be paid at one and one-half (1½) their regular rate of pay for hours worked in excess of eight (8) hours in a day or ten (10) hours during the period that summer hours are in effect.



DRAFT DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	111	Approval Date: 8/14/2014
Policy Title	HOURS OF WORK	Effective Date: 1/8/2019
		Revision Date(s): 11/28/17; 1/1/19; 4/20/20; 5/4/20

The normal work week for most full-time employees will be forty (40) hours, however this should not be construed as a guarantee of work. The work week for most employees is defined as 8:00 a.m. to 4:30 p.m. Thursday through Wednesday unless changed by the Department Head. This work week and schedule does not apply to employees of the Sheriff's Office, Clearview, and the Highway Department. Department Heads of those departments will establish appropriate work schedules as authorized by the County Administrator.

Department Heads, when authorized to do so by the County Administrator, may approve office hours and work schedules between 7:00 a.m. and 9:00 p.m. Monday through Friday for offices that do not provide multiple-shift operations.

In addition, when prearranged work related appointments would require an employee to work outside of his/her normal work day, the employee will, with the approval of his/her supervisor, adjust his/her work schedule so that the normal hours in a work week are not exceeded.

When an employee requests to adjust his/her schedule to accommodate personal needs, it is at the discretion of the Department Head whether the employee will be allowed to adjust his/her schedule in the same manner as is allowed for prearranged work related appointments.

Adjustments to schedules will generally not be permitted if the adjustment results in overtime or compensatory time.

Employees are entitled to two ten (10) minute breaks when working an entire shift. Employees of Clearview, and the Physical Facilities Maintenance Department are entitled to one fifteen (15) minute break. All employees who work six (6) or more hours in a single shift must take a thirty (30) minute lunch period each day. The thirty (30) minute lunch period will be without pay.

Exempt Employees – Adjustment of Work Schedule

Exempt employees are normally expected to work beyond the standard eighty (80) hour biweekly pay period when required by their job responsibilities and work demands. These employees may occasionally adjust their normal work schedules due to working beyond the eighty (80) hour pay period.

An adjustment in an employee's work schedule may result in time off on another day in the pay period or later in the calendar year. When an employee's work schedule is adjusted, they are not required to use benefit time such as vacation or sick leave. The adjustment may include working

less than eight (8) hours on a particular day and less than 80 hours in the pay period. It is preferred that adjustments occur within the pay period in which the additional hours are worked; however, if that is not possible, the adjustment may occur in other pay periods of the year.

At the discretion of the Supervisor and/or Department Head, this adjusted time off must be approved in advance. Adjustments in work schedules will not be approved on an hour for hour basis for all time worked beyond the eighty (80) hour pay period standard. Salaried exempt employees should have no expectation of an hour for hour adjustment.

Clearview

The practice of trading days will be allowed except where it will be necessary to pay overtime that would otherwise not have been incurred. Other exceptions may be granted at the sole discretion of the County. When days are "traded" with someone outside of their classification, each person will be paid at their salary set for the classification he/she normally works in. Upon approval of a "trade", the "traded" days shall be considered part of each involved employee's regular schedule. Employees will be paid for "trade" days within the pay period when they are worked.

Clearview Exempt Employees – Flex Time

Employees who are classified as Exempt status (excluding RN Unit Managers) under the Fair Labor Standards Act (FLSA) may be eligible for flex time for hours worked beyond their regular schedule. Flex time is defined as one hour for each hour worked beyond the regular schedule, and is limited to a maximum of 40 hours. Employees are allowed to accrue and use flex time in increments of 15 minutes or more. Hours are allowed to be carried over year to year and are never paid out. Employees are required to submit a request to use flex time. Flex time can only be used with the approval of the Supervisor.

RN Unit Managers at Clearview may be eligible for flex time hours for hours worked beyond their regular shift. Flex time is defined as one hour earned for each hour worked beyond the regular schedule, and may not exceed four (4) hours earned per pay period. Flex time will be granted on the last day of the pay period for those hours earned within the pay period, and cannot be used until the following pay period. . The amount of flex time can be accrued up to a maximum of 20 hours. A maximum of 8 hours can be used per RN Unit Manager in a calendar month. Only a total of 8 hours can be taken per week (Monday-Friday) each for the A/B side and D/E/F side of the building, so adequate coverage is still provided. Flex time may not be used on holidays or weekends.

Highway Department

The normal schedule of work hours will be Monday through Friday, from 7:00 a.m. to 3:00 p.m., however management may schedule employees to start any time after 12:00 a.m., Employees who are scheduled to start other than at the normal start time (7:00 a.m., 6:00 a.m.) will be provided advance notice when possible.

Employees will receive two (2) 10 minute paid breaks when working an eight (8) hour shift and will receive two (2) 15 minute paid breaks when working a ten (10) hour shift. Breaks will be taken at the job site, and to be scheduled as to not disrupt the project efficiency and cannot be combined together and taken as one break.

Employees may work a maximum shift of sixteen (16) hours with a minimum of six (6) hours off unless emergency conditions exist.

The County, at its option, may schedule a four (4) day, ten (10) hours per day work week starting:

- a. The second pay period in April through the last full pay period in September. The scheduled hours will be 6:00 a.m. – 4:00 p.m. Monday through Thursday.

The four (4) day work week may be extended on either end with two weeks-notice to the employees. During the weeks in which a paid holiday is celebrated, for purposes of this policy, a day is defined as the hours the employee is regularly scheduled to work on the day of the holiday(s).

During the period in which a four (4) day work week is in effect, vacation taken in day increments and sick leave will be charged at ten (10) hours per day [Note: A week of vacation will equal forty (40) hours. It is understood that sick leave will be earned at the rate of eight (8) hours per month.

Winter On-Call

Employees are required to be available on a call-in basis, 24 hours a day, 7 days a week, when weather or other conditions may require. Employees will be given advance notice of when the on-call period begins and when it is no longer in effect (normally in effect during the period between November 15th and April 1st).

Employees will receive an additional \$50 per pay period for the pay periods for the winter season. For this purpose only, employees are eligible for the additional \$50 per pay period beginning with the first full pay period on or after November 15th and will continue to receive the additional \$50 per pay period through the full pay period ending on or immediately following April 1st. The employee will not be eligible for the additional \$50 for the pay period, if anytime during the pay period the employee is excused from on-call availability as per below, fails to respond within 1 hour of notification as per below, any unscheduled paid sick time, unpaid time, or on an approved leave of absence as per below.

Provisions will be made to allow up to a total of four (4) employees department-wide to be excused from response if a written request was given to the supervisor 48 hours in advance and approved by the supervisor. The four employee total includes persons previously approved for vacation, persons on leave of absence, etc. Requests to be excused which are submitted less than 48 hours prior to the requested time to be excused from on-call availability may be given consideration if fewer than four persons have been previously excused, or if the Highway Commissioner or his designee determines that it is feasible to allow an additional employee to be excused.

Employees that are not excused from response and fail to report to work within 1 hour of notification will receive a counseling each time they fail to respond. The Highway Commissioner or his designee will determine the appropriate time to begin disciplinary action based on repeated counseling's. It is recognized that some highway department positions will be exempt from this requirement.

Physical Facilities Maintenance

Physical Facilities Maintenance employees will work shift assignments determined by management, which may include split shifts or shifts that rotate between first shift and second shift hours.

Sheriff's Office

An employee may, upon approval of management, switch work hours with another employee provided, however, it does not result in any overtime. Exempt status employees will not be allowed to switch work hours with a non-exempt employee.

Employees, rather than working back the hours as indicated above, will be allowed to use their accumulated compensatory time to pay back said time.

*** Moved from Compensatory time Policy

Sheriff's Office 12 Hour Shifts

The Sheriff has developed a twelve (12) hour work schedule for Correctional Officers and Jail Programs Officers at the Dodge County Detention Facility. The twelve (12) hour schedule will be on a trial basis for a one (1) year period and may be discontinued at any time by the Sheriff. The twelve (12) hour schedule will be based upon a twenty-eight (28) work period with a total of 2080 hours worked per year.

For overtime calculation purposes, the County has declared a twenty eight (28) days (171 hours) "7k" work period which is pursuant to the provisions of the Fair Labor Standards Act. The twelve (12) hour work schedules will commence on January 1, 2018 or thereafter as deemed appropriate by the Sheriff.

Work Schedule

The twelve (12) hour work schedule will be two (2) consecutive twelve (12) hour days on duty followed by two (2) consecutive days off; followed by three (3) consecutive twelve (12) hour days on duty followed by two (2) consecutive days off, followed by two (2) consecutive twelve (12) hour days on duty followed by three (3) consecutive days off (2/2; 3/2; 2/3 cycle).

Shifts are defined as: first shift 6:00 am – 6:00 pm; second shift 10:00 am – 10:00 pm. Employees working the twelve (12) hour shifts will receive the \$0.25/hour relief officer differential for all hours paid.

Work Back Hours

Under the twelve (12) hour work schedules, officers working will be scheduled to work twelve (12) hours per day. Over the entire fifty (52) week calendar year, said twelve (12) hour work schedule will result in a total of one hundred and four (104) additional scheduled hours over the 2080 scheduled hours per year. In order to reduce the total number of hours back to 2080 hours, officers will be required to un-schedule 104 scheduled work hours generated by the twelve (12) hour schedule. The 104 “work back hours” will be addressed in the following manner:

- a. The additional 104 hours will not be considered overtime hours or paid hours.
- b. Officers will be granted 104 banked hours of time off on January 1 of each year. Such hours will be pro-rated if an officer is assigned after January 1, transfers out of the twelve hour schedule or leaves employment. The pro-ration will be based on the total number hours that are projected to work in the remaining calendar year.
- c. Officers will be allowed to use the banked 104 work back hours in lieu of regular scheduled work hours over the course of the calendar year at the approval of the Jail Administrator or his/her designee.
- d. It is the officer's responsibility to ensure that work back hours are used before the end of each year. If not, Sergeant may schedule the work back hours at their discretion in order to ensure all hours are used before the end of each year.
- d. The use of work back hours will not be allowed to create overtime.

Overtime/Compensatory Time

Overtime compensation at time and one-half (taken as pay or compensatory time) shall be earned when an officer is in excess of his/her regularly scheduled twelve (12) hour shift in any one shift.

If an officer works and is paid for more than one hundred seventy-one (171) hours in a twenty-eight (28) day work period, they shall receive overtime or compensatory time, with the exception of the work back hours.

Other Important Provisions

When an employee is assigned to attend training and training is less than twelve (12) hours for employees on the twelve (12) hour work schedule, the employee shall pre-arrange with their shift Sergeant to make up the work hours or use banked work back hours to cover the remaining hours, subject to advanced approval by the shift Sergeant.

Holidays will continue pursuant to Policy #207-Holidays, but may be used in increments of up to twelve (12) hours.

Sick Leave will continue pursuant to Policy #214-Sick Leave, but may be used in increments of up to twelve (12) hours.

Vacation will continue pursuant to Policy #218-Vacation, but may be used in increments of up to twelve (12) hours.

All efforts will be made to avoid fatigue of the employees working the twelve (12) hour work schedule to avoid working more than seven (7) consecutive days at a stretch and no more than sixteen (16) hours straight. This does not include mandatory court appearances or other emergency situations. In case of mandatory court appearances, the employee at their option, can utilize all or part of the court appearance as time worked for their next scheduled shift, if that shift is scheduled less than twelve (12) hours from the end of the court appearance.



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	214	Approval Date: 11/15/11
Policy Title	SICK LEAVE	Effective Date: 1/1/12
		Revision Date(s): 8/15/14; 3/11/16; 11/28/17; 2/3/20; 6/4/20

214 – SICK LEAVE

All regular employees will, upon completion of the orientation period, be entitled to paid sick leave. Sick leave will accumulate at the rate of one (1) day for each month of regular full-time employment up to a maximum of one-hundred twenty (120) days. Eligible employees who are in active employment (not on unpaid leave, layoff, etc.) will be credited with accrued sick leave on the 15th day of each month.

Employees who have accumulated the one-hundred twenty (120) days of sick leave will continue to earn sick leave which will be placed into their emergency sick leave bank. These banked days may be used if the employee has exhausted his/her normal sick leave and is under verified physician's or chiropractor's care for serious illness or injury. Days in the emergency sick leave bank will not be subject to the payment provision noted below (*).

Effective on June 4, 2020, non-represented employees will be allowed to convert up to two (2) days of sick leave to personal days per calendar year. Two (2) days are defined by the number of hours the employee is scheduled per day. These days must be used in whole day increments. Approval to use a personal day is at the discretion of the supervisor and/or department head and may be denied if the day off causes overtime in the department. Employees must ensure that there is a sufficient sick leave balance to cover the requested full personal day at the time that it is taken.

Each day will be deducted from the employee's sick leave bank on the day they use the Personal Day. The Personal Day will not be counted as use of sick leave.

If the employee chooses not to convert the sick leave to personal days, the employee's sick leave bank is not affected.

Clearview employees working twelve (12) consecutive months (December 1 through November 30) without using a sick day or any portion thereof may, at their option, be paid out one (1) day quarterly, at their current rate of pay with the remaining days added to their accumulation. During the fourth quarter, a request can be made to have the maximum payout – any days previously paid out throughout the year will count towards the maximum yearly payout of six (6) days. The maximum amount paid out per year will be reduced by the number of hours the employee has converted sick leave to personal days.

Dodge County Personnel Policy #214

Sick leave benefits will be paid at the regular hourly rate received by the employee at the time of illness or injury. Sick leave benefits will be paid up to the extent of an employee's accumulation for all bona fide illness, disease, injury and maternity excepting only those cases for which an employee would be entitled to receive Worker's Compensation.

Sick leave is hereby defined as to include:

Diagnostic and physical examinations and dental and eye procedures (up to one-half [1/2] day allowed provided doctor's verification is obtained).

Satisfactory evidence of illness and treatment warranting sick leave will be required in all cases of employee's absence because of illness of more than three working days and may be required in instances of absences for illness of less than three working days if the County considers it appropriate. Although a physician's certificate will be given consideration as evidence of disability, the County reserves the right where the period of time requested by the employee appears excessive in relation to the illness claimed to limit the period of sick leave to that normally required for such illness; and the County further reserves the right to call in its own physician to make a final determination of an employee's disability in all cases.

Employees who have been notified by management, due to their prior record of absences or other reason, that they are required to obtain a physician's certificate, either for their own illness or that of a family member, must have been seen by a physician for the certification to be considered valid.

With the approval of the Department Head or designee, employees eligible for sick leave may be authorized to use up to an equivalent of three (3) days of sick leave per calendar year due to illness or injury to the immediate family (spouse, children, stepchildren, parent, stepparent) that would reasonably require the presence of the employee. Under special circumstances and approval of the Department Head or designee, an employee may be granted additional sick leave in excess of three [3] days. The employee must submit a medical excuse for any days used under this provision. If an excuse is not submitted the use of sick leave will be denied and the employee will be required to use anyother available paid time (i.e. vacation, comp time, etc.).

Sick leave will commence upon the first day of absence due to illness or injury and employees must notify the department in charge of the absence prior to the regular starting time if at all possible.

(*) Except for involuntary termination, an employee who terminates employment will be paid out of their accumulated unused sick leave on their last pay check as follows:

After five (5) years of service 20%
After ten (10) years of service 30%
After fifteen (15) years of service 50%
After twenty (20) years of service 60%

Important note: See also Policy #214.1 regarding the Post Employment Health Plan.

Dodge County Personnel Policy #214

Pro-ration of Sick Leave Accrual

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time will have their sick leave accrual pro-rated. The pro-ration calculation will take all hours paid from the 15th day of each month through the 14th day of the following month and will credit the employee's sick leave bank with the prorated amount of sick time on the 15th day of that month.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.



DRAFT DODGE COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	Approval Date:
Policy Title Special Assignments	Effective Date:
	Revision Date(s):

Sheriff's Office

1. Employees who are assigned as Corrections Training Officer and Communications Training Officer (CTO) will receive an additional one dollar and twenty five cents (\$1.25) for all hours worked as a CTO.
2. Employees who are assigned as an Intake Specialist will receive an additional fifty cents (\$0.50) for all hours worked as an Intake Specialist.
3. Employees who are assigned as a Field Training Officer (FTO) will receive an additional one dollar and twenty five cents (\$1.25) for all hours worked as a FTO.

Highway Department

1. Highway non-exempt employees assigned to work on roads where the speed limit is 65MPH will receive hazardous pay equal to one dollar (\$1.00) per hour for actual hours worked in the hazardous speed zone.
2. Highway Maintenance Technicians operating E1 equipment will receive dollar fifty (\$1.50) per hour in addition to their regular rate of pay for actual hours operating E1 equipment.

E1 Equipment: Excavator, Grader, Dozer, Paver, Paver Rollers, Centerliner, Shoulder Machine, Digger Derrick.

3. When a Highway Maintenance Technician is assigned to control a crew of 3 or more employees, the Lead will receive an additional two dollars (\$2.00) per hour for actual hours worked as a Foreman.
4. Employees who work an entire shift as a Relief Superintendent will receive an additional five dollars (\$5.00) per hour with an additional one (1) hour of overtime at the employee's base rate of pay.